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Ontario Department of Education

# Inspection
of
# Public and Separate Schools
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# INSPECTION

NOTE.—The following prescription of the duties and powers of inspectors is partly statutory.

### Number and Length of Visits

#### DAY SCHOOLS

**1**.—(1) Each Inspector is expected to make, as heretofore, during each half-year, at least one visit to each classroom in his inspectorate.

(2) The length of each visit should be determined by the Inspector's judgment as to the needs of the school.

(3) The Inspector shall visit a school taught by an inexperienced teacher as soon as practicable after the teacher begins his duties. The Inspector should visit as often as the circumstances may demand and his other official duties will permit, such teachers and others who need additional supervision from any other cause.

(4) Where the conditions of work make it impossible to pay an adequate number of visits to schools taught by inexperienced teachers, the Inspector may secure the necessary time to do this by decreasing the length and frequency of his visits to schools taught by experienced teachers of proved efficiency.

(5) In the case of a joint inspectorate, the Board of Trustees of a City or of a Town separated from a County may arrange with the County Council, subject to the Minister's approval, for a larger apportionment of the time of the Inspector to its Public Schools than that provided for above; but such arrangement shall not interfere with the due requirements of the rural schools under his charge.

(6) In the case of City Inspectorates the Board may, subject to the approval of the Minister, determine the number of visits and prescribe for the Inspector such additional duties as the Minister may deem to be in the interests of education.

(7) If, owing to unavoidable causes, the Inspector cannot visit every school each half-year, he may visit a school more than once in a half-year, but he shall allow a reasonable interval between visits.

#### NIGHT SCHOOLS

(4) The number and length of visits of inspecti on of Night Schools to be paid each term by each Inspector should be determined by the same conditions as determine the visits to the Day Schools.

### Reports, General Instructions

**2**.—(1) Not later than December 31st in each year the Inspector shall submit to the Minister, on a Form provided by the Department, a report of the time devoted by him to the actual work of inspecting schools.

In the case of Inspectors, other than those appointed by the Minister, the Inspector shall also submit at the same time a similar report to each Council or Board of which he is the appointee.

(2) (*a*) The Inspector shall make a general annual report as to the performance of his duties and the condition of the schools in his inspectorate to the Minister and to the corporate body or bodies, if any, by which he was appointed.

(*b*) He shall also furnish the Minister with such other reports as may be required and any information respecting any school in his inspectorate whenever so requested.

(3) His report of each half-yearly visit of Inspection shall be made under the following heads:

I. *Accommodations:* 1. Water Closets; 2. Water Supply; 3. School Grounds; 4. School Buildings; 5. Class Rooms; 6. Halls; 7. Cap Rooms; 8. Teacher's Room; 9. Desks; 10. Blackboards; 11. Lighting; 12. Heating; 13. Ventilation.

II. *Equipment:* as prescribed in Section 3 of the General Regulations of the Public and Separate Schools.

III. *Miscellaneous:* 1. Condition of Registers and Catalogues. 2. Unauthorized Text-Books. 3. Caretaker's work. 4. Provision for each of Groups I and II of the High School Entrance examination. 5. Home work: Amount assigned by the teacher.

IV. *Qualifications and Salaries.*

V. *Organization, Teaching, Discipline.*

VI. *Attendance by Grades or Forms.*

VII. *Pupils' Work:* 1. Proficiency; 2. Progress; 3. Deportment.

VIII. *Attendance of teachers at Teachers' Institute.*

IX. *General Remarks.*

(4) (*a*) In his inspection the Inspector shall bear in mind the provisions of the curriculum and the special needs of the school; he shall assist the teacher in selecting and planning his work; and, by judicious criticism and advice and, especially, by teaching illustrative lessons, he shall endeavour to improve the methods of instruction.

(*b*) He shall also make such recommendations under the different heads of his report as he may deem proper and as are not inconsistent with the Regulations

(5) He shall report promptly to the Minister any violation of the provisions of the Schools Acts or the Regulations in the case of any school of which he is Inspector whenever it may come under his notice.

(6) A copy of his report of his inspectoral visit to each school shall be sent to the Secretary of the Board as soon as practicable, but not later than one month after such visit.

(7) At such time and in such manner as he may deem expedient, the Inspector shall notify of his inspectoral visit the Chairman of the Board, and such others of the Trustees as he may deem necessary, requesting their presence at a time to be fixed by him.

(8) Subject to instructions from the Minister, he shall assemble and forward to the Provincial School Attendance Officer the copies of the reports of irregular attendance received each month from the teachers of the rural schools of his inspectorate.

(9) (*a*) Subject to instructions from the Minister, he shall make a half-yearly inspection of the teaching of Agriculture and Horticulture in the schools of his inspectorate, either at his ordinary or at special visits as he may find more convenient; and he shall make a special report thereof to the Minister and to the School Board on a form to be supplied by the Department.

(*b*) Subject to instructions from the Minister, he shall also further to the best of his ability the interests of Agricultural education in his inspectorate by conferences with the ratepayers, the school boards and the municipal councils. On or before June 30th in each year he shall make a detailed report of such conferences to the Minister with such recommendations for the advancement of Agricultural education as he may deem advisable.

(10) He shall keep copies of all his school reports and official correspondence for submission, when required, to the Minister or to the Chief Inspector of Public and Separate Schools.

(11) He shall receive the annual statistical reports from the Boards, returning them when necessary for correction. He shall transmit to the Deputy Minister, when completed, the urban reports with his township reports and his statistical summary.

### POWERS AND DUTIES

**3.**—(1) The Inspector, while officially visiting a school in his inspectorate, shall have supreme authority in the school, and may direct the teachers or the pupils in regard to the exercises of the school.

(2) He shall make enquiry and examination in such manner as he may deem proper into the qualifications and efficiency of the staff, the adequacy and the suitability of the accommodations and equipment of the school, and all matters affecting the progress, the health, and the comfort of the pupils.

(3) The Public School Inspector may suspend the certificate of any teacher in his inspectorate for inefficiency, misconduct, or a violation of the Act or of the Regulations or for wilful neglect or refusal to carry out his agreement with a board, and he shall notify in writing the Minister, the board concerned and the teacher, of such suspension and of the reasons therefor. The teacher may appeal to the Minister, who may make such order or orders with regard to the suspension as he may deem proper.

(4) In the cases provided for in Regulation (3) above, the Separate School Inspector shall notify the Minister promptly of the facts.

(5) (*a*) Where a Public School Inspector requires the testimony of a witness as to any fact alleged in any complaint or appeal made to him or to the Minister he may administer an oath to the witness.

(*b*) For his duties as arbitrator in the choice of a school site and the alteration of the boundaries of a school section, his action in connection with the formation, etc., of school sections in unorganized townships and unsurveyed districts, his investigation of complaints regarding annual school meetings and

the performance of such other duties as are required by the Public Schools Act, the Inspector is referred to the sections thereof which deal with said duties.

**4.**—(1) The Inspector shall withhold his order for the amount apportioned from the Legislative, and shall order the withholding of the municipal grant:

(*a*) Where any school has been kept open for less than six months in the year except where that has been caused by the school having been closed by order of the Medical Officer of Health or the Local or Provincial Board of Health on account of the prevalence of any communicable disease;

(*b*) Where the Board fails to transmit promptly the annual or other school returns properly filled up;

(*c*) Where the Board fails to comply with the Schools Act or with the Regulations; or—

(*d*) Where the teacher uses or permits to be used any book not authorized or recommended by the Regulations;

and, in every case, he shall report to the Board and to the Minister his reasons for so doing.

(2) The Inspector shall not give to any person or body financially interested in its sale a testimonial recommending any article of school equipment (library, apparatus, furniture, etc.); nor may he, without the Minister's consent, furnish a list of his schools or their officers or teachers to any person or body excepting such municipal or government officers of the Province of Ontario as require such lists in the performance of their duties.

(3) (*a*) Each Inspector shall be entitled to three weeks' holidays at midsummer.

(*b*) The Inspector may not absent himself from his inspectorate at any other time for more than one week at a time without the consent of the Minister, and of the Warden of the County, or of the Chairman of the Board that appointed him, or of both, as the case may be.

**5.**—(1) Subject to the Regulations it shall be the duty of every School Inspector:

(*a*) To report to the Medical Officer of Health of the municipality any case in which the school buildings or premises are found to be in an unsanitary condition.

(*b*) In the case of a Public School Inspector, to attend and take part in the work of the Teachers' Institute or Institutes of his inspectorate; in the case of a Separate School Inspector to attend and take part in the work of as many as practicable of the Institutes in his inspectorate.

(*c*) To submit at the close of each school year or at such other times as he may be called upon, a report to the School Board or the Committee, as to the results of the work of the School Nurses, with such recommendations as he may deem advisable.

(*d*) On retiring from office to deliver to his successor his official correspondence and all school papers in his custody on the order either of the Minister or of the Council of the county in which his inspectorate lies, or of the Board by which he was appointed.

(*e*) To reside at some place satisfactory to the Minister and to the body or bodies whose appointee he may be; but, in every case, his place of residence, or his office, as the case may be, shall be reasonably accessible to the school trustees and the ratepayers of his inspectorate.

(*f*) To discharge such other duties as may be required by the Minister or the Regulations.

(2) Every Inspector shall be directly responsible to the Minister for the due performance of his duties and, subject to the Regulations, shall obey the directions of the body that appointed him.

### LOCAL CHIEF OR SENIOR INSPECTOR

**6**. Where, under *The Board of Education Act*, or *The Public Schools Act*, a Chief or a Senior Inspector has been duly appointed, he shall perform such duties affecting all the Public Schools of the City or County as the appointing body or bodies may direct with the Minister's approval.